

**South Carolina Department of Social Services**  
**EXCUSED ABSENCE LOG**  
 (For Unpaid Activities)

Name: \_\_\_\_\_ CHIP No.: \_\_\_\_\_  
 SSN: \_\_\_\_\_ Case Manager: \_\_\_\_\_  
 Year: \_\_\_\_\_

Month	Date	Excused Absence Reason Code	Date Written Verification Submitted/Approved by Case Manager	Verification In Case Record? (Y/N)	Case Manager's Initials
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

**\*Note: A maximum of 10 days of excused absences in any 12-month period will be allowed with no more than two (2) in any one month.**

**\*\*ANY amount of time taken as an excused absence will count as one absence.**

**Excused Absence Reason Codes:**

1. Illness
2. Medical appointment for participant or family member
3. Court appearance
4. Attendance at required meetings with social service agencies
5. Attendance at school functions for children, i.e. parent/teacher conferences
6. Required in the home due to illness of another family member
7. Family emergency, using reasonable standards of an employer
8. Bad weather, using reasonable standards of an employer
9. Absent or late due to participant's or spouse's job interview, when the hours cannot be counted as job search.
10. Governor-declared "state of emergency" for the county or locality, either where the participant resides, or where assigned to participate.